

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Meeting: Shared Governance Council

Date: Thursday, December 5, 2019

Time: 2:00 p.m. – 4:00 p.m.

Location: EGF 290 (662/AC16)

Present: Dennis Bona, Brian Huschle, Becky Lindseth, Mary Amundson, Shannon Jesme, Tim Gabor, Linda Samuelson, Justin Berry, Shannon Nelson, Lynette Neppel, Lisa Anderson, Erin Almlie, Dorinda Sorvig, Jennifer Dahlen, Jenelle Swenberger (for Joel Ziegler), Stephanie LeDuc (for Tracy Boman), Stephen Nelson (for Adam Paulson), and Colleen Kukowski (recorder).

Absent: Adam Paulson, Tracy Boman, Joel Ziegler

Topic	Responsible Party	Discussion/Outcome
Call to Order	Amundson	Meeting called to order at 2:00 p.m. Additions to Agenda: Old Business: None New Business: None
OLD BUSINESS	ITEMS	
Student Conduct Work Group	Huschle	Brian Huschle and Linda Samuelson provided an update from the work group. Shannon reported that the Security Task Force met on December 5 to discuss training for the campus security attendants (CSAs). There are ten individuals who have not completed the online training. The outcome was that the CSAs will receive a refresher course. ACTION: Shannon will review the training with Cory Feller (safety coordinator) to ensure everything is being covered. A question was asked regarding the plagiarism reporting. The process went to Stacey Hron when Karl Ohrn left. There is an online form that faculty can fill out and submit.
College Event Communication	Jesme	A discussion was held regarding the work on the SOP for college events. The SOP was provided to the committee to review. A dynamic form is being created to better track requests and events. The intent is to have the form go live and make necessary changes as they arise. All questions, comments and/or ideas are to be sent to Shannon Jesme. ACTION: An email will be sent out when the form goes live. ACTION: Add in links to advertise, communications, posters, TV monitors, and other marketing materials. ACTION: Post the SOP to the web.
January In-Service Update	Huschle	A discussion was held regarding the faculty in-service. Curtis Zoller will be sending out an email regarding information on the bus. Providing a bus will save money and save on finding a parking space at Digi-Key.
HLC Accreditation Update	Huschle	Disclaimer: IAC is the decision-making body of the HLC. It has the recommendations from the on-site team. They have the right to change the team's recommendations. The team has two areas of concern: (4B) the core assessment and (5D) planning. We need to do a better job of closing the loop

Football Program Update	Bona	<p>on learner outcomes and documenting closing the loop. The college will have a follow-up site visit in four (4) years.</p> <p>An announcement was made that football was suspended. A discussion was held regarding the student outcomes, academic status, and the percent of students that further their athletic careers. Northland advisors and Coach Richardson are working with the players that would like to transfer to play football next year. Coach Richardson will stay on this year to help with diversity and athletic support. New gender-neutral sports to offer at Northland in the coming year are being explored, such as: golf, bass fishing, mountain biking, and eSports. Discussion was held over the foundation housing and was stated that in previous years, half of the 40 football players did not stay for the full year and so it is anticipated that it will be easier to maintain residence for the full school year.</p>
NEW BUSINESS	ITEMS	
Organizational Chart	Bona/Lindseth	<p>Dennis introduced Becky Lindseth and announced that Kristi Lane's last working day will be Friday, December 6, 2019.</p> <p>Becky reviewed the organizational chart. Updates will be made and the chart updated on December 11, 2019.</p>
Emeritus Status	Bona/Lindseth	<p>This item was moved to the January agenda.</p>
Academic Success Center Tutoring	Samuelson	<p>A discussion was held regarding the number of tutors at each campus. The math & science tutor on the TRF campus has resigned. This position will be posted with the goal of having it filled by the start of Spring semester. ACTION: Sara Johnson is assessing the needs of the students on both campuses.</p>
Testing Center Concerns	Samuelson	<p>A discussion was held regarding the number of student proctor times available. It was requested that additional days and hours be added. A suggestion was made that we offer evening hours for proctoring. ACTION: Brian will research student needs and discuss with the campus deans.</p>
ON-GOING	ITEMS:	
Policy/Procedure		<p>None</p>
Budget/Facility Update	Jesme	<p>Shannon distributed a budget handout. She has adjusted FYE used in projections. For FY20 we are using 1980 FYE, for FY21 we are estimating FYE of 1985. At this time, based on estimates on possible salary increases, we are budgeting for budget shortfalls of \$254,679 for FY20 and \$608,340 for FY21. It was noted that approximately \$200,000 of projection shortfall is to support NexGen. A discussion was held regarding the bonding and HEAPR projects at each campus.</p>
Minnesota State Update MSCF Update	Bona Amundson/ Samuelson	<p>The system wide goal for 2030 is strategic planning.</p> <p>A review of the changes in the MSCF contract was presented.</p>

Information:		
Bookstore Updates		Time did not allow for this item.
Off Record		No discussion was held.
Adjournment		Meeting adjourned at 4:00 p.m.